

Town of Rowe
Board of Selectmen – Minutes
Tuesday, October 30, 2018 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:30 p.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol and Executive Secretary Janice Boudreau
David Dvore, Cindy Laffond, Lenny Laffond, Henry Dandeneau, Florence Veber, Jeff Simmons, Ellen Miller,
Dan Burke, Ramon Sanchez

OPEN MEETING

Announcement of recording devices & noteworthy information- one recording device

APPOINTMENTS

6:30pm – MLP Manager David Dvore: Municipal Light Plant (MLP) Manager David Dvore discussed the status of the broadband project. He said the accounting system he recommended that the town establish a MLP Accounting and Chair Morse said it would be discussed with Town Accountant.

He reported that WiredWest has had to reorganize due to the change from operating a regional network to a cooperative as some area towns opted out of the regional network. As a coop, Wired West is able to negotiate a better deal than any town could do individually. Wired West negotiating with Westfield Gas & Electric (WG & E) to act as an internet service provider and are working out the details of a contract.

David discussed ways to reach out to residents and home owners to encourage early sign up for the broadband service. It was decided to do some outreach to citizens through direct mail and on the town website. David encouraged visiting the WiredWest website and click the tab "Town Specific Info" and there was a Rowe specific page with a sign-up for service with rates indicated and perhaps host an event.

Chair Morse expressed concern about signing contract online contracts for the broadband projects without first having the approval of the board at a meeting. David explained that if he signs the contracts as MLP, as he is authorized to do so, and that he has scrutinized them and that it would be fine for the Select Board to sign.

Motion to Authorize: Member Sokol made a motion that, to satisfy the specific contract requirements between Westfield Gas & Electric and Rowe Municipal Light Plant which also lists the Town of Rowe, that the Board authorize Chair Morse to sign those approved contracts as needed that were approved and signed by the Municipal Light Plant Manager. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

Chair Morse asked that WG & E communicate with DPW Supervisor when delivering items to the town for storage.

MLP Manager Dvore discussed the work needed by Danek excavating in preparation for the broadband hut to install electrical wires and conduit.

7:00pm – Police Chief Shippee: Chief Shippee has a recording device

Select Board Members reviewed items that were discussed at last meeting regarding the Police Chief's performance and the letter that was sent to Ms. Shippee. Discussed items were:

- At the advice of Town Counsel, Select Board Members agreed not to hire her son Kyle Shippee for the position of Auxiliary Police Officer. Chief Shippee stated that she understood the advice of town counsel and Vice Chair May reviewed the process to contact the state ethics commission.
- The need to submit Police Dept. reports in a timelier manner and with more detail, such as specific training taken. It was agreed to set the deadline as the 15th of each month to submit the Police Report for the month prior.
- There was discussion about clarifying the hours charged for Police duty for the utility companies and the hours working for the town.
- There was discussion about administrative tasks that were not performed in a timely manner and the Select Board asked that correspondence be forwarded to Executive Secretary acting for the Select Board as well as responding and acknowledging email she receives.
- Vice-Chair May explained the need to improve communication skills and maintain a more respectful working relationship with all departments, be a more team player and work more cooperatively.
- To improve working conditions, it was agreed to purchase a laptop for Ms. Shippee to bring home.

Motion to Purchase Laptop Computer: Chair Morse made a motion to purchase a laptop computer for the Police Chief. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

- There was discussion on the Police Facebook account and etiquette. Chair Morse requested that all departments with facebook accounts review the disclaimer and respond back by next meeting with comments and concerns.

CITIZEN COMMENTS

Several Members of the community made and read comments in support of the work Ms. Shippee performs for the town and commended her on her performance. Select Board members thanked citizens for their comments. Chair Morse stated that the meeting was not to question Chief Shippee abilities as a police officer but to address the administrative tasks and needs of the Chief.

Mr. Henry Dandeneau commented on the pay rate for detail work and why it was higher than regular pay explaining how dangerous it was and that police officers are in a high risk position at times.

Dam Safety: Keeper of the Dam Henry Dandeneau spoke about dam control and the need for a ratchet tool for leverage at the Mill Pond Dam. It was agreed to have Park Ranger and DPW work with Henry for a safer solution.

Gracy House: A citizen asked about the Gracy House Dept. of Health Report and Chair Morse stated that the official report has not been received.

8:00pm – Fire Chief Sprague: Chief Sprague presented a draft version of the Deerfield River Flooding Emergency Plan which is an annex of the Comprehensive Emergency Management Plan. When the CEMP is finalized, it will be dispersed to all departments and a meeting will be scheduled to review all of the specific things that could occur in Rowe.

Fire Chief Sprague reported attending an Emergency Dispensing Site (EDS) tabletop exercise at Heath School. The Town Nurse represented Rowe with Chief Sprague, Board of Selectmen Chair Jennifer Morse and Fire Fighter Jeffrey Simmons. The EMD is encouraging the Select Board and the BOH to be involved in the EDS clinics to have a backup contact in the event of an emergency. ICS(Incident Command System) 100 and 700 was discussed and the EMD stated that all police, fire, board of health and selectmen members should take the online course if they had not already done so.

In January an “Egos and Attitude Class” will be offered to Fire, Police, BOS, BOH, DPW and other area towns. This class will be taught by A.J. Jusino of Emergency Response Consulting .

The Emergency Management Director (EMD) reported that the Emergency Evacuation Drill at Rowe school is rescheduled to another date. Complete comprehensive emergency plan has been postponed to a date in the spring –(To be determined). The EMD has requested updated emergency plans for the school to be added to the CEMP as annexes.

Chief Sprague expressed the need for an Emergency Operations Center (EOC) in the event of an emergency. There was discussion about using the Select Board room to use as a command center. Discussion on the current generator system at the Fire House not being sufficient and space not adequate for an EOC. It was agreed to adapt the office for space for the purpose. In addition, Chief spoke about the need for an office for the Fire Chief and a locked place for the log book.

MINUTES

1. Minutes of October 03, 10 and 17, 24, 2018

Motion to accept Minutes of October 3, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of October 3, 2018 as written. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

Motion to accept Minutes of October 10, 2018: Upon review, a motion was made by Vice-Chair May to accept the Minutes of October 10, 2018 as written. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

Motion to accept Minutes of October 17, 2018: Upon review, a motion was made by Member Sokol to accept the Minutes of October 17, 2018 as written. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

Motion to accept Minutes of October 24, 2018: Upon review, a motion was made by Vice-Chair May to accept the Minutes of October 24, 2018 as written. The motion, seconded by Chair Morse, was accepted. (2/0/1) Member Sokol abstained from the vote.

OLD BUSINESS

1. Discussion About Reducing Number of Streetlights: Chair Morse said that she asked DPW Highway Supervisor about reducing the number of streetlights and he said the lights around the intersections are important as well as around the town complex. Member Sokol asked that for the lights we retain to look into ways to have the lights project down(This sentence does not make sense). It was agreed to have Executive Secretary prepare a list of residents that would be affected from the light reduction and discuss the next phase of the plan at next meeting.
2. DPW Position: Chair Morse reported there were no applicants for the winter driver job. She was in the process of working on a possible new position that could provide winter plowing and incorporate a building and facilities manager along with a laborer position. She would present a draft job description in the next week.

NEW BUSINESS

1. Fire Department Door Estimate: Chair Morse said that the Fire Dept. is in the process of researching a key less door and would have some estimates soon as the door needs replacement.

EXECUTIVE SECRETARY UPDATES

1. Property Owner Clay Rich Offered Property Next to School: Janice Boudreau said a citizen who owned property next to Rowe school called to offer it to the town prior to listing it on the open market. Following discussion, it was agreed that the town is not interested.
2. Insurance Inquiry Regarding Mold Issue: Ms. Boudreau reported that it would be best to start a claim with insurance once we receive the formal report from the Dept. of Public Health.
3. Website: Ms. Boudreau confirmed that there would be 3 administrators with permission to work on the entire town website which would go with the positions of Executive Secretary, Town Clerk and Administrative Clerk.
4. RFT: Two Reserve Fund Transfers that were approved by the Finance Committee were reviewed and signed by the Select Board. The Board of Health requested \$6300.00 for engineers to design to repair water drainage around dumpsters at the transfer station. Ms. Boudreau requested \$2500.00 for operation of the Gracy House since the budget was spent on repair of the smoke detector system in the summer.

Motion to Acknowledge: Member Sokol made a motion to acknowledge receipt of the Reserve Fund Transfer of \$6300.00 as requested by the Board of Health and the Reserve

Fund Transfer Request for \$2500.00 for Gracy House Operations. The motion, seconded by Chair Morse, was unanimously accepted. (3/0/0)

5. Gracy House Keys: There was a discussion about having the Fire Dept. wearing protective masks be the only ones to enter the Gracy House. It was agreed that no one else should enter the Gracy House and that no keys be given to anyone else.
6. FY2019 Formula Grant/Allocation – Statement of Authorization for Rowe Council on Aging was reviewed and signed.

MAIL & CORRESPONDENCE

Mail was reviewed, no action required.

Letters in support of Chief Shippee from Ramon Sanchez and Jim Lively were acknowledged

Warrants: FY19 W09 Payroll FY19 W08

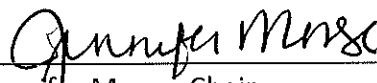
Vice-Chair May invoked the Rule of Necessity since he had a family member on the payroll.

Adjournment: Seeing no further business, Vice-Chair May made a motion to adjourn the Meeting at p.m. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

Janice Boudreau
Executive Secretary

Approval Date: November 28, 2018

Approved:


Jennifer Morse, Chair


Dennis May, Vice-Chair

Chuck Sokol, Select Board Member

Documents:

- Agenda 10-30-18
- Draft Minutes 10-03-18, 10-10-18 and 10-17-18,
- Streetlight List
- Job Descriptions Police Chief, Police Officer
- Facebook DRAFT disclaimers for Police, Library & Fire
- Comprehensive Emergency Mgt. Plan Annex
- September Police Dept. Log
- Letter of October 24, 2018 sent to Chief Shippee
-

Mail:

- J. Brown Letter
- Jim Lively Letter
- Ramon Sanchez Letter
- FC Reg Housing & Redevelopment Authority